PPD PIC-18-61
29 March 1961

MEMORANDUM TO: Members of NPIC Photographic Analysis Panel

FROM: Chief, PPD

SUBJECT: Suggestions Re Joint PI Area at NPIC

1. The following is a proposal to suggest ways that the
Joint PI Area at NPIC could be administered. Comments and sug-
gestions are requested. For convenience, in writing and dis-
cussion, the Joint PI area will hereafter be referred to as
NPAA (National Photographic Analysis Area).

2. There are many ways that such an area could be set
up, e.g.:

> A. Continue as at present with PPD/ESS carrying the
> support responsibility in overseeing the space, equip-
> ment, etc., but having no administrative responsibility
> for non-PPD personnel assigned to joint projects being
> worked in the area. Such support responsibility is
> quite demanding, time consuming, and in many cases,
> menial. However, such an arrangement has its ad-
> vantages in space utilization, (conference room,
> briefing rooms, equipment maintenance room, etc.);
> handling visitors, consultants, etc.; maintaing supplies
> of forms and small gear for CARS, OAKS, NCI's, etc.;
> setting up equipment and facilities for CARS and
> NCI's, etc.

> B. Set NPAA up as a line Division in NPIC with
> Division Chief, Deputy, etc.

> C. Provide an NPAA area (smaller than now under con-
> sideration) of meeting rooms only for use when joint
> teams get together for discussion, with individual
> PIs doing detailed analysis at their own work spots
> in their Departmental area.

> D. See outlined proposal below.

3. Considering all the details, both large and small, and

the lessons learned over a period of several years, I would recom-
mend either the system outlined in the following proposal, or
that we continue the present system as outlined in (A) above.
This latter method would be relatively easy to effect by the ad-
dition of a few personnel to PSD/PES, and would obviate the
necessity of duplicating facilities and providing an additional
staff. It is believed that the most efficient method of opera-
tion (space wise, equipment wise, administration wise) would be
a combination of (A) and (C). It is felt that (B) above is com-
pletely out of the question in that as directed in NSCID #8
(Paragraph 3a (2) page 3) personnel "---shall be functionally
under the direction of the Director, PIC, for joint activities,
but shall remain administratively responsible to their parent or-
ganizations.

4. Proposal (D) following, is outlined merely to show how
a completely separate NPAA could operate and be staffed. It is
urged that this committee should finalize its recommendations to
the Director, NPIC, as soon as possible in order to expedite
planning for design of facilities [   ]

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Proposal (D) for Operation of Joint PI Area at NPIC

NPAA is the Joint Photo Interpretation working area within
NPIC, not a line division of NPIC. It will operate under the
direction of an Administrative Staff (NPAA Staff). The NPAA
Staff's roll is that of a service activity, with the service
being that of providing adequate working accommodations for joint
projects. The NPAA Staff carries no substantive responsibility.
Photo Interpretation analysts will not be assigned to the NPAA as
part of its working staff; thus, the NPAA will not have a photo
interpretation capability within itself. NPAA will not maintain
permanent storage of any intelligence material. The NPAA Staff
Chief will report directly to the Director, NPIC. The NPAA Staff
Chief will not have administrative control over any of the PI
personnel working on joint projects in the NPAA.

NPAA could be administered in the beginning by a small group
(perhaps six--supplied from all Departmental areas) serving strict-
ly as a support group to carry such responsibilities as:

    1. providing and assigning adequate working space for
       all joint projects done at NPIC;

    2. providing joint working groups with certain large

pieces of equipment--e.g., Richardsons, etc.;

3. furnishing logistics support to joint teams: report typing, photo order processing, assisting in formal briefings, small daily working supplies;

4. furnishing storage space for joint team working materials during the time such teams are working in NPAA;

5. controlling the security of the area.

Requirements received by the NPIC/RB would be forwarded to a senior Joint Admin Panel, (Ops. Staff, or some such, consisting of the SID of each Departmental Area or his designee) which would determine all NPAA personnel assignments, e.g., the chairman and membership of each joint project team. The only change here, from present operations, being the removal of chairmanship and priority determination from the current JPRC (now known as NPIC Requirements Board).

All in all the NPAA would operate much as the Joint area does now, except that the Area would be NPIC administered and would not be administratively under CIA Departmental (P/D).

The key to successful operation of the Area is the NPAA Staff assigned, including sufficient typing help. This Staff should understand that they are a _support_ _group_ (not substantive) whose sole purpose is to promote smooth operation of the area and expedite the production of joint work. A typist pool should function under the direction of the NPAA Staff Chief, with typists supplied from all four Departmental areas. As a starter, the NPAA Staff could be made up as follows:

1. Chief

2. Instrument maintenance, equipment and supply man

3. Clerk-typist for handling all photo orders, and other requests for support, etc.

4. Typist pool--minimum of three typists for manuscript typing.

The NPAA should not maintain permanent intelligence files,
but only file cabinets, map cabinets, and storage cabinets for
use by joint teams while engaged in project work. All such in-
telligence material should be transient in the NPAA area. The only
permanent files should be a minimum of NPAA Staff files for photo
order records, work orders, etc.

Project status could re reported by the NPAA Staff Chief.

Collateral support as now.

Lab support as now.

Edit and graphic support as now.

SID sign-off as now.

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